



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 11/16/84	1. Agency Address Georgia Student Finance Commission Georgia Student Finance Authority Division 2082 East Exchange Place, Suite 200 Tucker, Georgia 30084	Application Number 73-170-A	Date Received NOV 28 1984
Application Number 73-170		Date Completed FEB 1 1995	
2. Person to Contact <u>David Cantrell</u>		Working Title Senior Accountant	
David Cantrell		Telephone Number (404) 493-5435	
3. Action Requested			
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input checked="" type="checkbox"/> Amend Application No. <u>73-170</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)	
Earliest 1974	Latest Continuous	DIRECT STUDENT LOAN FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?			
THE GEORGIA STUDENT FINANCE AUTHORITY, LOAN DIVISION FUNCTION, IS TO PROCESS, GRANT AND COLLECT STUDENT LOANS IN COMPLIANCE WITH THE LAWS OF THE STATE OF GEORGIA AND UNITED STATES GOVERNMENT.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.			
Documents relating to: REQUEST, APPROVAL, DISBURSEMENT, SERVICING AND REPAYMENT OF STUDENT LOANS MADE DIRECTLY BY THE AUTHORITY.			
Included are: LOAN APPLICATIONS, PROMISSORY NOTES, DISCLOSURE OF FINANCE CHARGES FORMS, NOTICE OF LOAN GUARANTEE, STATES VERIFICATION CARDS, QUESTIONNAIRES, AMORTIZATION SCHEDULES, INSTALLMENT NOTES, AND CORRESPONDENCE.			
File is arranged: ALPHABETICALLY BY NAME OF STUDENT.			
8. Monthly Reference Rate How often are records referred to which are:			
One to six months old <u>10</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records			
Letter-size drawers <u>8</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | 5 _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

SEE ATTACHED EXCERPT FROM FEDERAL REGISTER

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

*Spoke with David Cantrell on 12/12/84. He stated that audit period is 6 months.
C.L.S.

When loan is paid in full or is determined to be uncollectible, remove from active file and place in inactive file; cut off inactive file at end of each fiscal year; hold in current files area 6 months; then transfer to State Records Center; hold 4 1/2 years; then destroy.

and until State audit is completed,

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Donald E. Payton</i>	11/26/84	<i>Ralph D. Roberts</i>	11/19/84
Donald E. Payton, Executive Director		Ralph D. Roberts, Director Administrative Division State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>Wm. J. Smith</i>	12-1-85
	Secretary of State/Designee	<i>Gaward Weldon</i>	1/10/85
	Attorney General/Designee	<i>George H. ...</i>	1/17/85